



visible fictions

Family Friendly Policy

Ante-Natal and Maternity Leave

- 1.** You will be entitled to at least the appropriate statutory number of week's maternity leave (which must include the expected date of confinement) irrespective of your length of service. If you have worked for the company for two years and over you are entitled to 14 weeks full pay; 25 weeks statutory thereafter. During such leave you are entitled to the benefit of your terms and conditions of employment (except pay) and will have the right to return to work after such leave. See Maternity Policy for more details.
- 2.** You are entitled to paid time off for ante natal care.
- 3.** You will be entitled to at least the appropriate level of Statutory Maternity Pay (SMP) for at least the appropriate statutory period of leave.
- 4.** You must inform the Company as soon as possible of the fact of your pregnancy and when you will need to take leave.

Other Parental Leave, Dependent Care, Crisis Events

- 1.** You will be entitled to at least the statutory provision for unpaid leave in any of these circumstances.

For a list of sources of information on statutory provisions please see the List of Sources of Information provided with this handbook.

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